

## INSTRUCTIONS

### APPLICATION FOR PUBLIC COSMETOLOGY SCHOOL APPROVAL

The attached application lists the requirements a public school of cosmetology must meet in order to be approved by the Board of Barbering and Cosmetology (Board). A public school approved by the Board is one which provides a course of instruction approved by the Board.

Please complete the attached application, and place your initials in the boxes provided if your school has complied with each requirement. The application must be signed by an authorized school representative under penalty of perjury, and returned to the Board along with all the required documents.

The Board will notify you in writing whether your application is complete or deficient. Once you have submitted a completed application with the required documents, a Board Inspector will conduct an on-site inspection of your school. Any violation(s) of the Board's laws or regulations must be corrected. You will be required to certify under penalty of perjury that the appropriate corrections have been made, and in some cases, a second inspection by a Board Inspector may be required before approval is granted.

Once your school has been approved, the Board will send a letter issuing you a School Code. Your School Code will identify your school, and will be used on all Proof of Training documents to identify students attending your school. **NOTE: ANY HOURS A STUDENT COMPLETES BEFORE YOUR SCHOOL IS ISSUED A SCHOOL CODE WILL NOT BE ACCEPTED.**

Please find the following enclosed:

1. Application for Public Cosmetology School Approval;
2. A copy of the Barbering and Cosmetology Act and Rules and Regulations;
3. Cosmetology School Equipment List;
4. Relevant excerpts from the California Building Code;
5. A Board-approved textbook list; and
6. "How to Obtain the Required Curriculum for Health and Safety for Hair Care and Beauty Professionals".

## APPLICATION FOR PUBLIC COSMETOLOGY SCHOOL APPROVAL

### SECTION A: SCHOOL INFORMATION

School Name		Department Head	
School Address (include suite number if applicable)	City	CA	Zip Code
Mailing Address (if different from school address)	City	CA	Zip Code
Contact Name and Email Address	Telephone Number ( )	Fax Number ( )	

### SECTION B: SCHOOL REQUIREMENTS (Please initial each requirement, and include all documents requested with this application, or it will be considered deficient.)

(1)	<input type="checkbox"/>	Is a public school in the State of California.
(2)	<input type="checkbox"/>	Have met the building code standards established by the Board pursuant to California Code of Regulations (CCR) section 7362.1(a) and pursuant to California Building Code section 1253.1.1.  <b>Submit a floor plan demonstrating room for equipment and floor space necessary for at least 25 students or the number of students enrolled in the course, whichever is greater. Must be at least 3,000 square feet, not less than 2,000 square feet of which shall be provided for the working, practice, and classroom areas.</b>
(3)	<input type="checkbox"/>	Have met the minimum equipment requirements for a school of cosmetology pursuant to CCR section 940.
(4)	<input type="checkbox"/>	Have at least 25 full time students interested in attending the cosmetology course at your school pursuant to CCR section 7362.1(b). <b>Include a list of 25 students interested in attending the cosmetology course at your school.</b>
(5)	<input type="checkbox"/>	Provide curriculum for a full cosmetology course pursuant to CCR section 950.2 which includes a course of practical training and technical instruction.

### SECTION C: CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the information provided on this application is true and correct to the best of my knowledge and that the school has meet all the requirements set forth in the Barbering and Cosmetology Act and California Code of Regulations.

**WHO MUST SIGN THIS FORM:**  
 AUTHORIZED SCHOOL REPRESENTATIVE

X \_\_\_\_\_  
 Signature of Authorized School Representative      Date      Printed Name and Title of School Representative